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Director

Department of Conservation
and Natural Resources

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State Land Office
State Land Use Planning Agency
Nevada Tahoe Resource Team
Conservation Bond Program -Q1

Address Reply to

Division of State Lands
901 S. Stewart St. Suite 5003
Carson City, Nevada 89701-5246
Phone (775) 684-2720
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STATE OF NEVADA
DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES
Division of State Lands

Certification Request

Pursuant to NRS 321.003 (a portion of) " Before a state agency erects a building or makes any other permanent improvement on land assigned to it, the agency shall notify the State Land Registrar, in a form prescribed by him, and shall not proceed with the construction or improvement until the State Land Registrar certifies the nature of any encumbrances against the state's title to the land and certifies that the boundaries of the land assigned include the site of the proposed construction or improvement."

Requesting Agency: _____ **Date Submitted:** _____
Submitter Name: _____ **Contact Phone Number:** _____
Project Description: (Location, Scope of Work) _____

Date Certification needed: _____ **Construction Start Date:** _____

Include the following documentation:

1. **Engineering/Architectural Drawings:**
 - a. Plan improvement map(s) in digital format (i.e. .dwg, .dxf, or .shp file format)
 - b. If digital map is not available, paper copies of the plans are acceptable.
 - c. One map must have a tie linking the improvement(s) to a known Public Land Survey System corner.
2. **Written LEGAL DESCRIPTION to match #1 (if available)**
3. **Known existing easements or encumbrances:** No ____ Yes ____ (If yes, submit documentation/maps)
 - a. Consultant/Contractor/Architect employed by the Nevada State Public Works Board, shall use due diligence to investigate any commonly known existing easements or encumbrances within location of proposed project

Submitting Agency- please co-ordinate with the State Land Agent assigned to this project if there are any questions.

Submit request and all appropriate documentation directly to the Supervisory Land Agent, State Land Office.
Digital submissions may be emailed directly to erandles@lands.nv.gov.

This portion (below) for State Land office use only

State Lands Agent Name	Certification or Internal verification only?	Preliminary Title Report #, date	Associated DSL file name & number	Priority level (H,M,or L)	Are School Trust Lands Involved?